



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

313-16
PAGE
1

| | | | |
|--|---|--|---|
| 1. Application Date 6-20-73 | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | |
| 2. Agency Application No. 73-40 | | Date Received JUN 29 1973 | Application No. 73-456 Date Completed JUL 19 1973 |
| 3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Safety Uniform Division Commanding Officer's Office 959 E. Confederate Ave., S.E., Atlanta, Georgia 30301 | | 4. Person to Contact Joan Rountree | 5. Working Title Steno |
| | | 6. Tel. No. 656-6082 | |

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

9. Exact Series Title

1971 to present

SHOTS FIRED REPORT FILES

10. What is the function of the office in which this record series is created?

Item 10 - The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to shots fired by patrolmen. Includes only report of shots fired by all patrolmen GSP 39.
File arranged chronologically by date.

ATTACH SAMPLES OF THE FILE

| | | | | | |
|--------------------------|----------------|--------------------|------------------------------------|----------------|--------------------|
| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | Cu. Ft. of Records |
| Letter-size File Drawers | 1/2 drawer | .75 | | 3 in. | |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | In Office(s) | In Storage Area(s) |
| | | | | | |
| | | | AVERAGE DAILY REFERENCES | This Year's | Last Year's |
| | | | | 1 | 1 |
| | | | | 0 | 0 |

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? Patrol Post ☒ [X] ☐ []
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

Data gives historical information

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

record copy

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

Patrol Post Copy

Cut off C/Y; Hold CFA 2 years; then destroy.

(X) concur () nonconcur

Commanding Officer's Signature

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature) | Date | OTHER REQUIRED SIGNATURES | DATE |
|--|--|---------------------------|----------------|
| <i>Anna Lee Wilson</i> | <i>June 26, 1973</i> | <i>Ray B. ...</i> | <i>6-28-73</i> |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>William M. Dixon</i> | <i>7-16-73</i> |
| STATE RECORDS COMMITTEE | State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Carroll Hart</i> | <i>7-2-73</i> |
| | Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>R. B. Shell</i> | <i>7-16-73</i> |
| | Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | |